

TOWN OF WELLESLEY

Position Description

TITLE: GIS Administrator (55)

DATE: 8/2/2011

DEPT: Network & Information Systems

APPROVED: /T. D'Orazio/

HUMAN RESOURCES: /S. Adler/

ACCOUNTABILITY OBJECTIVES

The GIS Administrator assists the GIS Manager in coordinating the Town of Wellesley's Geographic Information System (GIS) activities, ensuring efficient and effective use of data, software, and hardware resources. Primary activities and responsibilities include data development and maintenance, cartography and analysis, application integration, and technical support.

NATURE OF POSITION

Within the Network & Information Systems Department, the GIS Office coordinates GIS activities for all of Wellesley's boards, departments, and committees.

Reporting to the GIS Manager, the GIS Administrator assists in the design, implementation, and general operational maintenance and promotion of the GIS system and related databases. The incumbent's work requires a detailed technical knowledge of standard GIS data editing and maintenance practices as well as cartographic techniques. The GIS Administrator performs a wide variety of tasks that require a high level of professional expertise and strong written, visual and oral communication skills.

DIMENSIONS

The FY 12 operating budget for Network and Information Systems is \$664,120, including \$131,200 for GIS personal services.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Responsible for designing new data layers, data structures, and attribute information that facilitate data integration with other Town systems including asset management, work management, document management, and utility billing.
2. Conducts field work and/or uses available data resources to develop new base map layers or maintain existing ones.

3. Works closely with Department of Public Works and Municipal Light Plant staff to implement policies that ensure timely and accurate updates to existing utility and other operational base data layers.
4. Creates maps and conducts analysis on demand for any department, board, or committee.
5. Keeps abreast of state-of-the-art hardware and software and makes recommendations to the GIS Manager for hardware and software updates and expansion.
6. Trains Town staff in the use of GPS and prepares GPS files for integration with GIS.
7. Provides training and technical support to all GIS users as needed.
8. May develop and/or maintain web mapping applications that provide access to GIS or related data for Town staff or the public.
9. May coordinate the activities of interns/seasonal assistants through completion of assigned tasks.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- * Bachelor's degree in a GIS-related field (Geography, Engineering, Computer Science, Planning, etc.).
- * Thorough knowledge of ESRI's ArcGIS desktop software.
- * One year of experience in GIS database development and maintenance in a multi-user environment.
- * Strong oral communication and interpersonal skills.

Preferred

- * Municipal GIS experience.
- * Experience with ESRI's ArcGIS server-based software.
- * Experience in web mapping application development.
- * Experience with Autodesk CAD/GIS software.

ESSENTIAL JOB FUNCTIONIONS

TOOLS AND EQUIPMENT USED

Personal computer, GIS software applications, GPS hardware and software, plotter, printer, telephone, copy machine, and fax machine.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. Field work in the form of field checking or GPS data collection is also possible. The incumbent is occasionally required to walk, stoop, crawl, and climb.

The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.